

## **Safeguarding children.**

### **Mobile Phone and Photographic Images Policy.**

#### **Policy statement**

Mobile phones play an increasing part in everyone's lives, but Jack and Jill's Pre-school believe that in order to fully ensure the protection of the children in its care, certain procedures for mobile phone usage within this setting need to be abided by.

Photographs of children are often used in gathering observations of children's achievements how these are collected, developed and stored, are also a consideration of this setting to ensure children are adequately safeguarded.

#### **Procedures**

- The storage of all staffs mobile phones should be kept in their handbags and locked in the cupboard to insure they are stored safely without risk of theft or misuse.
- Staff can only have access to their phones during staff breaks.
- If a member of staff needs to be contacted urgently during working hours the settings mobile can be used for emergency contact. The settings mobile is used on outings and within the setting, if staff take their own mobile phone on outings, for use in case of an emergency, they must not make or receive personal calls as this will distract them and must not use these to take photographs of the children on outings.
- Members of staff ensure that the telephone number of the Pre-School is known to immediate family and other people who need to contact them in an emergency.
- All visitors should be made aware of the settings Mobile Phone Policy and advised that mobiles cannot be used whilst in the Pre-school setting and any calls received or made must be in an area where children from the setting are not present.

- Members of staff must not bring their own cameras or video recorders into the setting.
- Camera and video use is monitored by the Manager.
- Photographs of staff taken within the setting alongside children playing or photographs taken at staff social events should not be displayed on Face book or any other Social Network site, we have a password protected area on our website where these photographs can be shared with parents.
- Photographs taken within the setting are only used as a method of recording children’s development to share special moments with their parents and peers or as a training support for staff and/or students within the setting.
- We must have consent from the child’s parents before any photographic images are taken.
- Parents should be made aware some parents may wish to record or take photographs at children’s concerts or plays . This should be discussed before event takes place.
- All photographs taken within the setting are developed within the setting to ensure these images are not being handled by people who pose a risk to children.
- All staff are aware that photographs and/videos of the children need to be uploaded to our protected Network site then deleted from the photo gallery as soon as possible.
- All tablets used for photographs and videos within the setting are password protected and personal to each Key person, to protect and ensure these images will not be handled by people who pose a risk to children, photographs and videos are uploaded or deleted from the tablets daily.

This policy was adopted at a meeting of

Jack & Jill’s Pre-School

Held on

Date to be reviewed

JANUARY 2018

Signed on behalf of the management  
committee

Name of signatory

Role of signatory (e.g. chair/owner)

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<b>Date Reviewed</b>	<b>Amendments made (if any)</b> <b>Signature</b>